



City of Nashua
Central Purchasing
229 Main Street
Nashua NH 03060

March 11, 2015

REQUEST FOR PROPOSALS

**Brush Grinding Services
RFP0050-032615**

The City of Nashua, Division of Public Works, Solid Waste Department is seeking proposals from qualified firms to provide brush grinding services at the Four Hills Landfill / Nashua Recycling Center. This includes all brush delivered to the landfill. The contract award will be for three years, subject to annual budget appropriations and at the City's discretion, commencing on or about July 1, 2015 and ending June 30, 2018.

INSTRUCTIONS TO VENDORS:

All proposals must be submitted **in triplicate** with one (1) original and two (2) copies, no later than **4:00 PM, Thursday March 26, 2015** c/o Central Purchasing Department, Lower Level, 229 Main St, City Hall, Nashua, NH 03060 in a sealed envelope clearly marked "**Proposal for Brush Grinding Services**". Proposals must be submitted in the format provided and address the items specified in the proposal specifications.

Complete specifications and related documentation is available on our web site, www.nashuanh.gov, under Citizen Favorites, Current Bid Opportunities, and document **RFP0050-032615**. Names of those responding will be posted on the web site, under Bid Results, within twenty-four (24) hours of opening.

Delivery of the Bids shall be at the Vendor's expense. The time of receipt shall be considered when a Bid has been officially documented by the Department, in accordance with its established policies, as having been received at the location designated above. The City of Nashua accepts no responsibility for mislabeled mail. Any and all damage that may occur due to shipping shall be the Vendor's responsibility.

Postmarks or other timestamps will **not** be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.

All proposals are binding for ninety (90) days following the deadline for submission of proposals, or until the effective date of any resulting contract, whichever is later.

The City of Nashua may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful participant against the City of Nashua. The City reserves the right to negotiate with the lowest responsible bidder for a lower bid price when the best interests of the City will be served. A sample contract is attached. (Document RFP0050-032615 SAMPLE CONTRACT) All terms and conditions noted in Section 800 of the City of Nashua Purchasing Manual shall apply. Information is available on the Nashua web site.

The City of Nashua assumes no liability for the payment of costs and expenses incurred by any bidder in responding to this request for proposals. All proposals become the sole property of the City of Nashua. This request for proposals is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which proposals are solicited.

Certificates of Liability and Workmen's Compensation Insurance must be filed by the successful contractor prior to commencement of work. Liability limits are as follows:

- General Liability: \$1,000,000 per Occurrence
 \$2,000,000 Aggregate
- Motor Vehicle Liability: \$1,000,000 Combined Single Limit
 *Coverage must include all owned, non-owned and hired vehicles.
- Workers' Compensation Coverage according to Statute of the State of New Hampshire:
 \$100,000 / \$500,000 / \$100,000
 (Sole Proprietors **not** subject to Workers' Compensation requirements)

The City of Nashua must be named as an additional insured.

The following is the solicitation schedule for this procurement:

	Date	Time
Deadline for visits or questions to be submitted in writing *	Tuesday March 17, 2015	4:00 PM
Answers/clarifications posted	Thursday March 19, 2015	12 Noon
Bid Due	Thursday March 26, 2015	4:00 PM Purchasing Department
Award Date	TBD	TBD

*All inquiries concerning this RFP including, but not limited to, requests for clarifications, questions, and any changes to the RFP, shall be **submitted in writing**, citing the RFP title, RFP number, Page, Section, and Paragraph and submitted to the following RFP Solicitation Coordinator:

Jeff Lafleur, Superintendent
Solid Waste Department
840 West Hollis St.
Nashua NH 03062
Email: Lafleurj@nashuanh.gov

Vendors are encouraged to submit questions via email; however, the City assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt. **Inquiries** must be received by the City's IFB Solicitation Coordinator (see above) **no later than Tuesday, March 17th, 2015 at 4:00 PM**. Inquiries received later than this date shall not be considered properly submitted. The City will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this IFB. Answers to vendor submitted questions and other addenda will be posted under document **IFB0050-032615** on the City of Nashua website; www.nashuanh.gov under Citizen Favorites, Current Bid Opportunities no later than **Thursday, March 19, 2015 at 12 Noon**.

The City of Nashua reserves the right to discontinue the selection process at any time. All contracts and awards are subject to funding approval. There will be no reimbursement to any candidate if selection is terminated.

The City is exempt of all taxes. All firms must comply with all applicable Equal Employment Opportunity laws and regulations.

Pursuant to NRO 5-71 (A), the City of Nashua supports the concept of purchasing products which are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description.

Pursuant to NRO 5-78 (F), the purchasing manager shall not solicit a bid from a (supplier) contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this bid request is void as to anyone who is in default on said payments.

As noted above, please contact Jeff Lafleur, Superintendent of Solid Waste, via email at lafleurj@nashuanh.gov with questions related to this Request for Proposals.

Respectfully,

Mary Sanchez, CPPB

Mary Sanchez, CPPB
Purchasing Agent II
City of Nashua

**BRUSH GRINDING SERVICES
RFP0050-032615**

The City of Nashua seeks proposals for Brush Grinding Services at the Nashua Recycling Center / Four Hills Landfill, located at 840 West Hollis Street, Nashua NH. The City of Nashua receives approximately 250-300 tons of commercial brush per year not including the brush residents bring in themselves

In the selection process, consideration will be given to several factors, including price, performance record, experience with similar municipal programs, and compliance with state and federal regulations.

Questions or coordination of site visits relating to this request may be directed to Jeff Lafleur, Superintendent of Solid Waste, via email at Lafleurj@nashuanh.gov.

GENERAL SPECIFICATIONS

1. The Contractor must provide at least a quarterly servicing of accumulated brush at the Nashua Recycling Center during each fiscal year (July 1 to June 30).
2. All Proposals must meet local, state and federal requirements for safety and regulatory compliance. The successful bidder agrees to maintain in good stead all State, Local and Federal permits and certifications that are required, for the duration of the contract.
3. The firm must provide contact information for at least three municipalities that received services similar to those required in this Bid.

**PROPOSAL SUMMARY SHEET
BRUSH GRINDING SERVICES
RFP0050-032615**

Prices to include the per day price and mobilization (separately) for grinding brush collected at the Four Hills Landfill and Recycling Center from July 1, 2015 through June 30, 2018, subject to annual budget appropriations.

Price **per day**: \$ _____

Mobilization: \$ _____

Attachments: Attach plan / documentation regarding the following requirements:

- Experience with similar projects;
- List of 3 reference communities or businesses;
- Servicing plan, including staffing, equipment / vehicles to be used, procedures, etc.;
- Documentation of regulatory compliance;
- Insurance Certificates;
- Please note any and all exceptions to specifications/pricing.

Vendor Name & Address: _____

Phone: _____ Fax: _____

E-mail: _____

(Authorized Signature) (Date)

(Printed/Typed Name & Title)